

S E C R E T

4 June 1985

MEMORANDUM FOR THE RECORD:

Subject: Office of Personnel FY 1985 Second Quarterly Review

1. The Office of Personnel's (OP) FY 1985 Second Quarterly Review was held on 17 May at 0930 hours. The Executive Officer, [redacted] opened the session by giving a brief summary of the topics to be presented. She then introduced [redacted] to speak on Central Travel Services activities.

2. [redacted] provided an update on the APOLIO travel and ticketing system, including the possibility of expanding it to [redacted] and Chamber of Commerce. He also discussed the benefits of providing discount travel for Agency commercial contractors and said this service could be arranged through travel agencies currently handling CIA accounts. [redacted] then explained a new penalty clause being written into storage company contracts which would allow the Agency to remove goods from the facilities of unreliable companies at the contractor's expense. Additionally, [redacted] updated the status of automated travel orders, briefly discussed accounting and disbursement functions, and addressed the adoption of a flat rate per diem system for domestic travel. Other topics of interest addressed by [redacted] were:

- a. The possibility of establishing a passport agent at CIA.
- b. The hiring of annuitants as HHE inspectors.
- c. The assignment of an Agency employee to the Department of State Transportation Branch.

4. An annual Employee Benefits Statement and future Cafeteria Style Benefits was the subject of a briefing by [redacted]. He stated that OP expects to be ready by September 1985 to be able to produce a calendar year 85

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25X1 employee benefits statement covering a multitude of topics, i. e., health insurance, retirement annuity, UBLIC and WAEPA insurance coverage, special travel entitlements, and special allowances such as mobility incentive pay and addition to compensation. Regarding cafeteria style benefits, [] said the main objective was to maintain a competitive benefits program in order to attract and retain employees. However, Office of General Counsel (OGC) opinion on the cafeteria style benefits program raises policy considerations which must be further examined. Once the desired benefits are fine tuned and goal parameters are set, the program could include such items as more attractive health and life insurance options. During the next reporting period, OP will contract an outside consultant to provide advice on how to approach a flexible benefits program for the Agency.

25X1 5. An update on the activities of the Family and Employee Liaison Office (FELO) was given by []. She outlined various programs conducted by FELO during the reporting period designed specifically for Agency spouses. For example, a contingency planning seminar was arranged to assist families on personal contingencies while overseas, i. e., medical evacuations, emergency visitation travel, etc. Additionally, a two-day program for COS spouses and a workshop for the spouses of first-tour analyst employees were recently conducted by FELO. [] stated that the services FELO have been extremely well received and should reap benefits for the Agency over a long-term basis. Mr. Fitzwater voiced his approval and continued support for FELO and praised their personalized services and assistance to Agency personnel.

25X1 6. [] spoke on the recent Secretarial Study. Future plans call for establishing an Agency-wide task force to define criteria for possibly a new secretarial pay plan and a definitive career service for secretaries. A discussion then took place on the merits and shortfalls of a possible "pay-banding" system for secretaries.

25X1 7. Improving the graphic presentation and content quality of the Automated Biographic Profile for SIS employees was the topic of [].
25X1 [] He presented visual aids depicting new profile charts and briefly explained the information extract procedure required to pull together all the
25X1 necessary data for SIS Biographic Profiles. [] followed with an explanation of Agency Biographic Profiles. The automated profile objective is based on a computer applications request submitted to the Office
25X1 of Data Processing in May 1984. [] said the establishment of a production program is now in the final stages.

25X1 8. [] briefed on current recruitment initiatives and also
25X1 discussed the new office space []

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25X1 [] In addition, he presented statistics on recruitment manpower increases during the second quarter of FY 1985.

25X1 9. The final speaker of the morning was [] who presented
visual aids depicting the status of officer/technical and clerical applicant
25X1 processing. His statistics indicated a rise from 45% to 67% in the number of
applicant cases closed within 30 days since January 1985. [] explained
the OP "applicant processing" team concept and said that a new system
established in January, has enabled employment to centrally monitor the status
of each applicant case throughout every stage of processing and to generate
statistics that allow Division I to measure and compare the performance of the
teams.

25X1 10. After a round table discussion by Mr. Fitzwater, Mr. Magee, and
[] on new information regarding projected Agency attrition, the session
was adjourned at 1115 hours.

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25X1 DDA/MS: [] : 5 June 85

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